

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-199 **Issue Date:** 01-12-15 **Closing Date:** 01-26-15

2nd Advertisement
Administrative Office Assistant
Revenue Allocation Plan (RAP)
Department of Finance
Hourly Wage: \$14.56/Regular/Full-Time

Performs a variety of administrative clerical work which includes reception, typing, filing, and/or keyboarding. Is responsible for document preparation, recordkeeping, file maintenance, mail processing, answering phones, and related clerical functions. Is responsible for conducting transactions with other employees or the public in matters requiring knowledge of laws, rules, procedures, policies and procedures.

Knowledge, Skills and Abilities:

- Knowledge of general administrative policies, procedures, and practices of the Yakama Nation and federal government.
- Knowledge of principles and practices of English grammar, punctuation, and spelling.
- Knowledge of and ability to apply the fundamentals of basic math.
- Knowledge of basic filing principles and procedures.
- Ability to operate standard office equipment such as a calculator, keyboard, printer, copier, and fax.
- Ability to use a computer and assorted computer software.
- Ability to organize and prioritize work.
- Ability to file information alphabetically, numerically, and chronologically.
- Ability to demonstrate dependable work attendance.
- Ability to meet the public, answer inquiries, and address problems, issues, and complaints tactfully, courteously, and effectively.
- Ability to establish and maintain satisfactory work relationships with members of the Tribal Council, Tribal/Federal managers, staff, and coworkers.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to type and keyboard proficiently and accurately.

General Recruiting Indicators:

- High school diploma or equivalent and two years of progressively responsible experience as an Office Assistant V. OR,
- May substitute on a month-for-month basis, college level course work OR satisfactory completion of certified training program in administration AND three-years work experience as an Office Assistant V.

Necessary Special Requirements:

- Must possess a valid WA State Driver's License with ability to obtain a Yakama Nation Tribal Driver's Permit.
- Successfully pass criminal background check.
- Required to pass a pre-employment drug and alcohol test.